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# COVID 19 – Employee Health Screening Procedure



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## PURPOSE

The purpose of this Standard Operating Procedures (SOP) is to ensure that Guardian Venue Management International (GVMI) is actively following COVID-19 regulations put in place to maintain WH&S. All GVMI employees received training on how to operate a non-contact thermometer while taking other necessary precautions such as wearing the appropriate PPE and asking questions that will identify if an individual could have consisted of a COVID-19 risk.

A non-contact thermometer is to be used to check the temperatures of any individual coming on site.

## SCOPE

These operational procedures apply to all GVMI employees and all sub-contractors.

## REFERENCES

World Health Organisation <https://www.who.int/>

<https://www.healthdirect.gov.au/fever>

## RESPONSIBILITY

Senior Management	<ul style="list-style-type: none"><li>• Ensure all GVMI staff are trained to use the thermometers.</li><li>• Ensure that all GVMI staff are aware of all COVID-19 WH&amp;S social distancing regulations.</li><li>• Ensure that all GVMI staff are provided with the correct PPE, been briefed on the crucial COVID-19 questions &amp; can identify COVID-19 like symptoms.</li></ul>
Integrated Management System Representative (Compliance & Operations Manager)	<ul style="list-style-type: none"><li>• Ensure the thermometers are in excellent working condition.</li><li>• Ensure there are always spare batteries accessible for the odd cases of the thermometers needing a battery change.</li></ul>
All Operators	<ul style="list-style-type: none"><li>• Undergo proper training regarding handling of the thermometer, utilizing PPE correctly, and being punctual with the COVID-19 questionnaire.</li></ul>



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## ACTION / METHOD

### Staff Entry / Clean Zone

When being positioned at Staff Entry, all employees have a duty of care to prevent any individual showing symptoms of COVID-19 from entering. Steps to be taken before any entry to the site

1. PPE is to wear at the entry point. PPE that is mandatory for this position is
  - a. Gloves
  - b. Mask
2. Once the person approached for entry into the site, ensure you are maintaining 1.5m from the person. Ask the person the COVID 19 standard questions.

The standard three questions as per the World Health Organisation to ask is as follows:

1. Have you been overseas in the last 14 days?
2. Have you been in close contact with anyone that has been tested positive for COVID-19 in the last 14 days?
3. Do you display flu-like symptoms? Coughing, fever, sore throat, shortness of breath, or fatigue?

Depending what is happening within regards to outbreaks there may be additional questions such as

1. Have you been to any of the Hotspots, i.e. Melbourne

If you are satisfied with the answers, you then can proceed to commence temperature check with the thermometer. The thermometer, this will indicate if the person is showing any signs of a fever.

If the employee answers no to all these questions and has passed the temperature check, they can enter the site / Venue. If they answer yes to any of these questions, they will be asked to leave, go, and get tested and stay in isolation until their results come back clear.



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## Gate Guards

When being positioned as a Gate Guard, the mandatory PPE is

- a. Gloves

A mask is available; however, this is not mandatory to wear but highly recommended.

You are required to ask the person who is entering the site the COVID 19 standard questions. Other duties are to ensure that persons who are waiting in line are 1.5m apart at all times.

Remember to look for any persons who may be showing any signs of being ill. If you do find any persons who are showing any symptoms, please ask them to stand aside, keeping your 1.5m distance, and call control for medical to come and do an assessment.

## Roving and Static Guards

When being positioned as a Roving and Static Guarding, there is no mandatory PPE.

Masks and gloves are available; however, this is not mandatory to wear but highly recommended.

It is crucial when performing your duties that you are practising social distancing at all times. Be alert for any persons who are not social distancing, or standing around in a large group. Encourage all persons to go back to their seats. If persons are waiting in line to ensure they are 1.5m apart at all times.

Remember to look for any persons who may be showing any signs of being ill. If you do find any persons who are showing any symptoms, please ask them to stand aside, keeping your 1.5m distance, and call control for medical to come and do an assessment.

## INSTRUCTIONS OF HANDLING THERMOMETER

**STEP1** -> Turn the handheld thermometer on by using the scan button/ trigger on the handle.

**STEP 2** -> Ensure that the device is in the mode of "body" – If not, adjust the setting by pressing the mode button located on the right-hand side of the thermometer.

**Step 3** -> When checking an individual's temperature, point the thermometer in the middle of their forehead while holding it 5 cm away, press the scan button on the handle for 2 seconds; the thermostat will then display the temperature on the screen.



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**Step 4** -> The thermometer is self-sufficient; it will turn off on its own, please do not touch any buttons to turn the device off.

## WHAT IS THE APPROVED TEMPERATURE READING.

- Temperatures from **(36°c – 38°c)** is a clear reading and not classified as a high temperature.
- Suppose an individual has a reading of more than **( 38°c)**, constitutes a fever as stated by <https://www.healthdirect.gov.au/fever>. If this happens, ask the person to walk away for 15mins and come back for a reassessment. Once the persons have had the reevaluation, and their temperate is within the approved range, they may enter the site/venue. If they are still presenting with a fever, ask for their contact details, (name and Phone Number) and advise them, they must leave and have the COVID test done, and to stay in isolation until their results come back clear. Pass their contact details back to site control.
- Some explanations maybe
  - The person may have come from their car with the heating on, which increases the core body temperature.

## 6 Related Documents

## 7 Version Control

Document Version	Published	Author/s	Amendments
Ver.1	12/08/2020	Penelope Bloch	



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### 8 Staff Acknowledgement

By signing in the table below, you confirm that you have read and understood the Procedure outlined in this document.

DATE	VENUE	NAME	SIGNATURE







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